EXPENDITURE REPORT	HEPORT PERIOD	Heport Control Symbol			
то					
SECTION I - POSTAG	COST				
1001 - ADDRESS CORRECTION. (Charges for Address Correction mu Postage Due Advance Deposit Trust Account [ADTA]. Report under M	001 - ADDRESS CORRECTION. (Charges for Address Correction must be paid either by cash or deduction from a Postage Due Advance Deposit Trust Account [ADTA]. Report under Mail Code 1001 only if payment is made by cash.)				
1002 - BUSINESS REPLY MAIL (BRM). (Charges for BRM, including deduction from a postage due account under Code 1002.)	y cash or				
1003 - EXPRESS MAIL CORPORATE ACCOUNT. (Report only post Mail Corporate Account under this mail code.)	n Express				
1004 - MERCHANDISE RETURN SERVICE. (This service can only be	paid for by deductions from an ADTA.)				
1005 - POSTAGE METER EXPENDITURES. (Report only actual p CODE 1005. Do not include postage meter purchases made by ch		ter under			
1006 - CONTRACTOR REIMBURSEMENT. (Some contracts may requand the DoD activity to reimburse the contractor. Such postage is usuall report such expenditures.)	ire the contractor to pay postage on item y a separate item on an invoice. Use thi	s shipped s code to			
1007 - PERMIT FEES. (Include imprint permit fees and BRM accounting fee. Permit fees must be paid by cash or check.)					
1008 - IMPRINT PERMIT MAILINGS. (Postage on permit mailings [oth second class requester publication rate] can be paid via check, or deduct Air Force penalty permit G-825. Report all these purchases under Code	er than BRM, merchandise return service on from an ADTA. Include mailings mad 1008.)	, and le under			
1009 - POSTAGE DUE. (Postage Due [short paid mail) and postage check, or deduction from an ADTA. When an ADTA is established, cha deducted from it. If so, they should not be reported under the Codes report the purchases under Code 1009 not under the codes for BRM are can also be paid for with postage stamps or postage meter imprints. WI Code 1009. When a postage due ADTA is established, all short paid mail.	on Postage Due Penalty Mail can be rges for BRM and address correction ca or BRM and address correction. In eit d address correction. Postage Due Per len this is done the postage is not repor-	by cash, n also be her case, nalty Mail			
1010 - POSTAGE STAMPS. (Purchases of postage stamps must stationary items such as postal cards and envelopes which are repo		include			
1011 - POSTAGE STAMP ENVELOPES/CARDS. (Purchases of posta check.)	ge stamp envelopes/cards must be paid t	or by			
1012 - REQUESTOR PUB RATE, SECOND CLASS. (Payment for the	se mailings is made by deduction from a	ADTA.)			
1999 - TOTAL. (Report the total of the quarter's purchases.)					
SECTION II - ADDITIONAL AIR FORCE PO	STAL EXPENDITURES				
EEIC 469. PRIVATE PARCEL DELIVERY COMPANY (Private parce Airborne, etc. Report only expenses purchased with OMM funds.)	delivery companies, e.g., UPS, Federal	Express,			
EEIC 473. POSTAL EQUIPMENT LEASING. (Include rental charges postal equipment.)	:				
EEIC 639. POSTAL EQUIPMENT PURCHASE. (Include cost of purchasing associated postal equipment, i.e., mailing machines, scales, new scale rate proms/plates, bar code sorters, etc. If in doubt, report and explain in "Remarks" section on reverse.)					
PREŞORT SERVICE FEES. (Charges associated with the use of a pres	ort service.)				
AIR FORCE PENALTY PERMIT G-825. (Report only mailings made un Mail Code 1088 above.	der Air Force penalty permit G-825 repor	ted in			
MISCELLANEOUS COSTS.					
TOTAL. (SECTION II)					
1999 TOTAL. (From SECTION I, above)					
TOTAL QUARTERLY EXPENSES.					
EXPRESS/NEXT DAY MAIL. (Charges of Express/Next Day Mail Sendelivery companies. This includes material sent second day delivery. Includes of the end of the fiscal quarter report:	ice by USPS Express Mail and all priva ude 1003 - EXPRESS MAIL CORP. AC	te parcel CT.)			
NO. OF LOCAL MAILING PERMITS IN EFFECT IN EFFECT IN EFFECT	NO. OF POSTAGE METERS IN USE				
TYPE NAME, GRADE, AND ORGANIZATION OF OMM SIGN.	TURE	DATE			

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